



Plum Borough Community Library

Policy Title: Circulation Policy

Date Issued: *Passed at May 20, 2025 Board of Trustees Meeting*

Date Updated: June 17, 2025*

Previous Policies this Policy Combines and Updates:

Checkout Policy (9/19/17)

Notification of Overdue Materials (7/21/15)

Checkout Procedure (4/21/15)

Fine Free Policy (2/16/21)

Purpose: To establish guidelines for the lending of library materials to library patrons.

Circulation Policy:

- All items in the library will have a 3-week circulation period, except for the Experience Kits (i.e. Museum Passes.)
- All items have no overdue fees.
- All items except Wi-Fi hotspots and Experience kits will have the option for 6 renewals. Wi-fi hotspots and Experience kits will have 0 renewals.
- All items except Wi-Fi hotspots and Experience Kits will be automatically renewed when the courtesy notice is sent. (i.e. No one has a hold on it, or it has not already been renewed over the limit.)
- There will be no limit to the number of items that patrons can check out.
- Patrons will be billed for an item that is not returned to the library. The patron will be charged the original purchase price of the item. A bill is created 6 weeks after the final due date.

Replacement & Damaged Items:

- If a patron has more than \$100 in replacement fees on their card, their borrowing privileges of physical items will be suspended.
- If a patron is billed for an item, an exact replacement item will be accepted in lieu of payment. This only applies to items that Plum Library owns. A patron must check with the owning library for that library's specific policies.
- If an item is returned damaged, where the library can no longer circulate the item, the patron will be charged the amount of the item.

Library Cards:

- All residents of Pennsylvania are eligible for a library card. Patrons can use their library card at any library in Allegheny County.



Plum Borough Community Library

- Patrons can get a library card in the library with a photo ID or proof of residence (i.e. Bill with address.) If a patron just moved to the area, they can use prior identification to get a card and will need to present the current address when updated documentation is able to be received.
- Library cards will renew automatically each year if the library card holder has used the library card within the past two years. This includes using electronic resources. If a library card goes unused for two years, it will expire and need to be renewed to become active again. If a library card has expired for three years, and does not have anything checked out on it, it will be removed from the system.
- A patron can still borrow items at Plum Library without their physical card. They will be asked for a form of identification or to verify their address.

Self-Registration

- Patrons can self-register for library cards online to have full access to library services. If there is a problem with the self-registration (system cannot verify the address as real, or the patron already has a card) the patron will be issued a 30-day card good for use of e-Resources and will need to follow up in the library to obtain a physical card.

Requests and Holds:

- Patrons can request materials be sent to the Plum Borough Community Library for borrowing. Holds must be picked up within seven days or the items will be returned to the owning library.

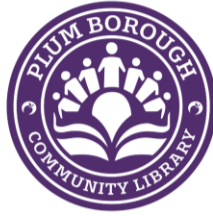
Returns:

- Borrowed materials can be returned to any public library within Allegheny County, except for museum passes. They must be returned to the library's front desk.

Inter-Library Lending:

- Anyone with a library card from participating libraries is eligible to use Inter-Library Loan. This encompasses library items outside of Allegheny County. Materials may be renewed a total of one time. Most materials are available at no charge, but occasionally a lending fee applies. Patrons will be asked to indicate on the request form the maximum cost they are willing to pay to borrow the item. If an item with a lending fee is requested, the patron is responsible for that fee whether the item is picked up.

Children's Cards



Plum Borough Community Library

- With a caregiver permission, children birth through grade 8 will be issued Library Cards. Borrowers of at least 14 years of age or in grade 9 or above will be considered adult borrowers and do not need their parents' permission to sign up for a card.
- Children through the Plum Borough School District will receive a card through the school district at the start of every school year.

Children's Borrowing

- The child's caregiver is responsible for what materials the child borrows from the library. The Library upholds and affirms, through its adoption of the Library Bill of Rights and the Freedom to Read Statement, the right of each individual to have access to constitutionally protected material and will not restrict the borrowing privileges of any borrower. The library does not act in loco parentis (in place of a parent).

*The update to this policy on 6/17/25 is to distinguish what previous policies are combined in the updated Circulation Policy.